

CHAPTER 3

REQUESTING A SLOT

Currently Eligible DDSN Children

If a parent/legal guardian is interested in receiving EIBI services through the PDD Waiver and their child is currently eligible for DDSN services, the parent/legal guardian should contact the child's Case Manager and request PDD services. If the child meets the target population criteria as identified on page 2 of chapter 1, the Case Manager will:

1. Assist the parent/legal guardian with completing the **Request for PDD Waiver Slot Allocation (PDD Form 30)**. All questions must be answered (especially the question identifying the child's diagnosis) and the form must be signed by the parent/legal guardian, the Case Manager and the Case Manager's Supervisor.

Note: If the parent/legal guardian indicates that their child is not currently Medicaid eligible, the Case Manager should assist the parent/legal guardian with applying for Medicaid immediately. If the parent/legal guardian indicates that their child has been denied Medicaid, the Case Manager should request a copy of the denial notice.

2. Gather documentation supporting the child's PDD diagnosis.
 - Children Age 3 and Older: This information is required for all children age 3 and older. If no documentation is submitted with the **Request for PDD Waiver Slot Allocation (PDD Form 30)**, the child's application will not be processed. The District I Waiver Coordinator will contact the child's Case Manager and request the needed information.
 - Children Under Age 3: A **Request for PDD Waiver Slot Allocation (PDD Form 30)** submitted for a child under age 3 does not require supporting documentation. However, the child must have documentation of a confirmed ASD prior to receiving any EIBI services.
3. Explain the appeals process to the parents/legal guardians and provide them with a copy of the **SCDDSN Reconsideration Process and SCDHHS Medicaid Appeals Process for the PDD Waiver (PDD Form 31-A)**. This must be documented in the child's file.
4. Provide the parents/legal guardians with a copy of the:
 - **Pervasive Developmental Disorder Waiver Information Sheet (PDD Form 51),**

- **Pervasive Developmental Disorder Program Fact Sheet (PDD Form 52)** and;
 - PDD Parent Handbook (the actual handbook or a PDF version).
5. Determine the parent's/legal guardian's interest in the Responsible Party Directed Care option. If the parents/legal guardians express an interest in serving as the Responsible Party or want additional information, the Case Manager will give them the document **Pervasive Developmental Disorder Program Responsible Party Enrollment Information (PDD Form 53)**.

Once the aforementioned tasks have been completed, a packet containing the **Request for PDD Waiver Slot Allocation (PDD Form 30)** and documentation supporting the child's diagnosis (if the child is age 3 or over) must be sent to the District I Waiver Coordinator at:

SCDDSN
Whitten Center
Attention: Vicki Coleman
P. O. Box 239
Clinton, SC 29325

If a waiver slot is available: The District I Waiver Coordinator will forward all documents to CAT for a LOC determination. Once CAT has completed the ICF/ID Level of Care determination for PDD Program participation, all relevant records will be forwarded to the District I Waiver Coordinator. The District I Waiver Coordinator will review the information to determine if the child meets the criteria for enrollment in the PDD Waiver or if they will receive services through the PDD State Funded Program.

If a PDD Waiver slot is not available: The child will be placed on the PDD Waiver Waiting List on a first come, first serve basis. The District I Waiver Coordinator will notify the child's parent/legal guardian, and the Case Manager in writing of this decision to include the child's position on the wait list. The appeals/reconsideration process will be included with the written notification to the child's parent/legal guardian. When a slot becomes available, the District I Waiver Coordinator will forward the packet of completed information submitted for the child on the waiting list to CAT for a LOC determination.

Non DDSN Children

Screening: To be considered for the PDD Waiver, children who are not consumers of DDSN must go through Screening. Screening is the process initiated by the child's parent/legal guardian via the PDD Intake and Referral Call Center. The PDD Intake and Referral Call Center serves as the single entry point for participation in the PDD Program for all children not currently served by DDSN.

Parents/legal guardians interested in their child receiving PDD services must call the PDD Intake and Referral toll free number (1-888-576-4658) and leave their name and phone number(s). The screener will have 48 hours to return all calls. Calls will be returned in the order in which they were received. The date and time all calls are received and returned will be maintained in a log book by the Intake and Referral staff.

Upon making contact with the parent/legal guardian, the screener will ask several questions to determine if the referral is appropriate. If responses indicate that the child may be eligible for the PDD Program, the screener will assist the parent through the intake process.

If responses rule out eligibility, the screener will confer with the Autism Division for confirmation. If the Autism Division concurs with the screener, the process will end. If this occurs, the parent/legal guardian will receive from the PDD Intake and Referral Call Center, a **Notice of Denial of Services** stating the reason for the denial. The parent/legal guardian will also be informed of their right to appeal. If the Autism Division does not concur, the child will continue through the process.

Intake: If the child is screened in as appropriate for PDD services, the PDD Intake and Referral Screener will guide the parent/legal guardian through the intake process. Intake is the process in which specific documents are signed by the parent, records to support the applicant's diagnosis are requested, and additional information is provided to the parent about the PDD Program.

Case Management: If the process continues, the parent/legal guardian will have an opportunity to select a Case Management Provider of their choice. The Case Manager will assist the family in applying for a PDD Waiver slot.

Application Withdrawal/Request to be Removed from the PDD Waiver Waiting List

If, during the application process or while the child is waiting for a slot, the parent/legal guardian decides that they no longer wish to pursue PDD services, they must complete the **Statement of Individual Declining PDD Waiver Services (PDD Form 20-A)**. This form should be signed and dated by the Case Manager and the parent/legal guardian unless the procedures for a **Non-Signature Declination** are followed. A copy of the **Statement of Individual Declining PDD Waiver Services** must be forwarded to the District I Waiver Coordinator. The District I Waiver Coordinator will remove the child's name from the waiting list. A copy of the form should also be provided to the parent/legal guardian and the original placed in the child's file. If at a later time the parent/legal guardian wishes to reapply for the PDD Waiver, a new **Request for PDD Waiver Slot Allocation (PDD Form 30)** must be submitted according to the procedures outlined in this chapter.

Waiting List and Other Waivers

A child can be on the PDD Waiver waiting list as well as waiting lists for other waivers at the same time. If while enrolled in the PDD Waiver a slot becomes available in another waiver, the child's parents/legal guardians will be given the choice of whether to remain in the PDD Waiver or enroll in the new waiver. The child's Case Manager must receive written notification from the parent/legal guardian of their decision (i.e. to continue PDD waiver services or disenroll and participate in another waiver) within 30 days of the parent/legal guardian being notified of the availability of another waiver option.

Note: A child cannot simultaneously participate in another waiver and receive PDD State Funded services.

Children under age 3 with a confirmed diagnosis of a Pervasive Developmental Disorder or those children under age 3 highly suspected to have a Pervasive Developmental Disorder may have their names added to the PDD Waiting List with no supporting documentation. However, the child may receive no PDD services (Waiver or State Funded) until they are at least age 3 and have obtained documentation supporting an Autism Spectrum Disorder. If the next person from the PDD Waiting List to be awarded a slot is a child under the age of 3, the child will be skipped (i.e. they will not be awarded a slot) but they will maintain their position on the list. When the child reaches age 3, they will be awarded the next available slot if all other criteria is met.

Non-Signature Declinations

There may be occasions when a PDD case requires closure (e.g. family moved out-of-state, parent/legal guardian has been non-responsive), but the Case Manager is unable to obtain the signature of the child's parent/legal guardian. Before the District I Waiver Coordinator will close the case, the child's Case Manager should assure that the following has occurred:

- The child's case file contains specific dates when the Case Manager tried to contact the family. Notes should indicate if a message was left or a conversation with the parent took place. The Case Manager should ensure that calls are made on multiple days at varying times and during times the file indicate someone would typically be at home.
- After four (4) telephonic correspondences to no avail, the child's record should reflect that a certified, return receipt letter was sent. The content of the letter should clearly explain what issues need to be resolved and a deadline to respond. A copy of this letter should be in the child's file.
- If, after the above attempts, there is no response from the parent, the Case Manager should send a second certified, return receipt letter clearly explaining what issues need to be resolved, a copy of the appropriate appeals process, and a statement that the case will be closed in the next 10 (ten) calendar days if no appropriate response is received.
- If the above steps have been taken, the **Statement of Individual Declining PDD Waiver Services (PDD Form 20-A)** can be processed without a parent/legal guardian signature. A copy of the completed **Statement of Individual Declining PDD Waiver Services (PDD Form 20-A)** must be forwarded to the District I Waiver Coordinator. If the child was to receive services through the PDD State Funded Program, the **Statement of Individual Declining PDD State Funded Services (PDD Form 20-B)** must be used.
- If the parent/legal guardian contacts the Case Manager after this process has been completed, the Case Manager should explain the attempts taken to make contact and the resulting action taken. The parent/legal guardian can re-apply for PDD services again if they like.